

## Our Privacy Policy

This Privacy Policy describes how we use information obtained through our Company Websites and stored on our Company Servers. *This Privacy Policy does not cover to confidential information or taxpayer return information that you provide to us in an attorney-client or tax practitioner-client relationship, all of which is entirely confidential.*

Your relationship is with our Company, as defined below. The laws of Texas and the United States apply.

This Privacy Policy explains how information we acquire, including your Personal Information, is stored and used for our legitimate interests. You can ask us to stop using your Personal Information by calling us at 806-271-4483.

We understand that the security of your Personal Information is important. We provide commercially reasonable administrative, technical, and physical security controls to protect Personal Information. Notwithstanding these efforts, we cannot guarantee the absolute security of your Personal Information.

We use your Personal Information to enable you to register on Company Websites and to provide you with our services. We use cookies and other technologies to track the use of Company Websites. We also share information with Service Providers who process or store information on our behalf or when such sharing is required by law, or in certain other situations.

### Definitions

For purposes of this Privacy Policy, capitalized terms have the meanings assigned below:

The term “Company” means Elaine Harris Attorney at Law PC, dba Spur Law & Tax and Your Online Tax Pro, its successors and assigns, and its agents acting as such.

The term “Company Servers” means servers owned and operated by the Company and those provided by our Service Providers.

The term “Company Websites” includes web sites using the domain spurlaw.com, spurtaxandlaw.com, yourexpattaxpro.com, and youronlinetaxpro.com.

The term “Personal Information” means any personally identifiable information relating to you that is obtained from Company Websites.

The term “Privacy Policy” means this Privacy Policy as amended from time to time.\

The term “Online Information” means anonymous or personally identifiable information relating to your use of our Company Websites and Company Servers.

The term “Others” means companies, organizations, or individuals outside of and unrelated to the Company, other than you.

The term “Service Providers” means the following entities, which are contracted to provide services to our Company: Adobe, LawPay, Wix, TxDocs, Facebook, Instagram, Intuit, CCH, and ATX Tax.

## **Cookies**

Cookies are small text files stored by your web browser when you use websites. You can control how websites use cookies by configuring your browser's privacy settings (please refer to your browser's help function to learn more about cookie controls). Note that if you disable cookies entirely, the Company websites may not function properly.

The Company and our Service Providers use cookies in several ways, such as:

1. Authenticating and identifying you on our websites so we can provide you the services you requested;
2. Keeping track of information you have provided to us— for example, keeping items in your shopping cart as you browse a Company Website;
3. Providing you Company Websites that you use; and
4. Remembering your preferences or where you left off in your use of a Company Website

## **The Company Registration and Support**

When you register on one of our Company Websites, register on one of our Company Servers, or contact the Company for support, the Company collects Personal Information, including but not limited to the following:

1. Name;
2. Date of birth;
3. Company name;
4. Email address;
5. Telephone number;
6. Address;
7. Country;
8. IP address;
9. Payment/billing information (where an app or website is 'paid for'); and

## 10. Content of customer support communications.

To help keep our databases current and to provide you the most relevant content and experiences, we may combine information provided by you with information from Others in accordance with applicable law. For example, the size, industry, and other information about the company you work for (where you have provided company name) will be obtained from sources including, professional networking sites and information service providers.

### **Company Servers and Websites**

We also collect Online Information about how you use our apps and websites, including when you use a link to a Company Server or Company Website. This information may be anonymous or associated with you, including:

1. IP address;
2. Type of browser and device;
3. Webpage that led you to a Company Website;
4. Search terms entered into a search engine which lead you to a Company Website;
5. Use and navigation of websites and apps (collected through cookies and similar technologies, or by the Company servers when you are logged in to the app or website); and
6. Analysis of your content (e.g., activity logs, and direct feedback from you) which is sent or received using an online feature of the Company Website, or which is stored on the Company Servers.

### **Company Emails**

Company Emails may include a technology that tells us whether you have received or opened the email or clicked a link in the email. If you do not want us to collect this information, you can opt out of the Company emails by selecting “Unsubscribe.”

### **Company Online Advertising**

The Company advertises online in a variety of ways, including displaying the Company ads to you on websites and apps of Others and on social media platforms, such as Facebook and Instagram. The Company Websites use cookies and similar technologies provided by Others that allow us to gather additional information to measure and improve the effectiveness of our advertising. We collect information such as:

1. Which ads are displayed;
2. Which ads are clicked on; and
3. Where the ad was displayed.

## **Buttons, Tools, and Content from other companies**

The Company Websites may include buttons, tools, or content that link to other companies' services (for example, a Facebook "Like" button). We may collect information about your use of these feature, such as content "liked" and address information in Google Maps. In addition, when you see or interact with these buttons, tools, or content, or view the Company Website containing them, some information from your browser may automatically be sent to Others. Please read the applicable privacy policies of Others for more information.

The Company uses the information we collect about you for the following purposes:

1. To fulfill a contract, or take steps linked to a contract with you.
2. Providing you with the Company Websites for which you have registered, and any other services or products that you have requested;
3. Verifying your identity;
4. Taking payments;
5. Sending you necessary communications (for example, related to payments or expiration of your subscription); and
6. Providing customer service or support;
7. As required by the Company to conduct our business and pursue our legitimate interests;
8. Sending you information about the Company products and services, special offers, and similar information.
9. Placing cookies and using similar technologies on our websites, on our apps and in email communications, and the information provided to you when those technologies are used; and
10. Responding to requests by government or law enforcement authorities conducting an investigation or to detect, prevent, or otherwise address fraud, security or technical issues and software piracy (e.g., to confirm that software is genuine and properly licensed), helping to protect you as well as the Company.

## **Sharing with other Data Controllers**

We share your Personal Information with if we have a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to detect, prevent, or otherwise address fraud, security or technical issues, as well as to protect against harm to the rights, property or safety of the Company, our users, or the public as required or permitted by law.

## **Sharing with Data Processors**

We will also share your Personal Information with companies that help us to run our business by processing Personal Information on behalf of the Company for the purposes identified above. Such companies include providers of customer support services, payment processing services,

fraud monitoring and prevention, email, social media, and other marketing platforms and service providers, and hosting services.

### **Other Information Sharing**

The Company may also share your Personal Information:

1. When you agree to the sharing;
2. When we are required to provide information in response to a subpoena, court order, or other applicable law or legal process;
3. When we have a good faith belief that the disclosure is necessary to prevent or respond to fraud, defend our apps or websites against attacks, or protect the property and safety of the Company, our customers and users, or the public; and
4. If we merge with or are acquired by another company, sell a website, app, or business unit, or if all or a substantial portion of our assets are acquired by another company, your information will likely be disclosed to our advisers and any prospective purchaser's advisers and will be one of the assets that is transferred to the new owner.

We may share or publish aggregate information that does not specifically identify you, such as statistical information about visitors to our websites. Your Personal Information and files are stored on the Company's servers and the servers of companies we hire to provide services to us.

### **What rights do I have in respect of my Personal Information and how can I exercise these rights?**

Under the law of some countries, you may have the right to ask us for a copy of your Personal Information; to correct, delete or restrict (stop any active) processing of your Personal Information; and to obtain the Personal Information you provide to us for a contract or with your consent in a structured, machine readable format, and to ask us to share (port) this information to another controller.

In addition, you can object to the processing of your Personal Information in some circumstances (in particular, where we do not have to process the information to meet a contractual or other legal requirement, or where we are using the information for direct marketing).

These rights may be limited, for example, if fulfilling your request would reveal Personal Information about another person, or if you ask us to delete information which we are required by law to keep or have compelling legitimate interests in keeping (such as fraud prevention purposes).

To exercise any of these rights (including deactivating your accounts on Company Websites), you can contact us at 806-271-4483.

To register with the Company and to use the Company websites, apps, products or services, the provision of some information is mandatory: if relevant information is not provided, then we will not be able to administer the Company account to you, or provide you with the websites, apps, products or services requested.

### **Withdrawing consent or otherwise objecting to direct marketing**

Wherever we rely on your consent, you will always be able to withdraw that consent, although we may have other legal grounds for processing your information for other purposes, such as those set out above. In some cases, we are able to send you direct marketing without your consent, where we rely on our legitimate interests. You have an absolute right to opt-out of direct marketing, or profiling we carry out for direct marketing, at any time by:

1. updating your preferences on our Company Websites;
2. updating your preferences in your specific website or app accounts;
3. clicking the unsubscribe link at the bottom of our marketing emails; or
4. contacting us using the details provided at the end of this privacy policy.

When you register on a Company Website, we process and keep most Personal Information we have about you for as long as you are an active user of our products, services or apps. When you close your account, we begin deleting certain Personal Information that we no longer have a business reason to retain, such as your hashed password and your payment account data. However, we typically retain Personal Information related to our contract and business transactions with you for three years after your last interaction with us.

Where we process Personal Information for marketing purposes or with your consent, we process the information until you ask us to stop and for a brief period after this (to allow us to implement your requests). We also keep a permanent record of the fact that you have asked us not to send you direct marketing or to process your information so that we can respect your request in future. Occasionally, we may change this privacy policy to allow the Company to use or share your Personal Information in a different way. If we do, the links to the policy on our websites (which are generally found in the footer of the website) will indicate that the policy has been changed. For new users, the change will become effective upon posting. For existing users, if the change is significant, it will become effective 30 days after posting. We encourage you to periodically review our privacy policy for the latest information on our privacy practices.

If you have a privacy question, concern, or request, please contact us at 806-271-4483.